



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO


01 JUL 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/DR
4375 Chidlaw Road, Room A114
Wright Patterson AFB OH 45433-5006

SUBJECT: Reporting Procedures for Immediate/Urgent Interim Time Compliance Technical Orders (ITCTOs)

1. A revision to AFMCI 21-302, Processing Interim Technical Orders and Rapid Action Changes, should be sent to the field by 31 Jul 02. It requires the Single Managers (SMs) to use the AFMC Warfighter Support web site to process advance notification of release of an Immediate/Urgent ITCTO. This web-based process supplements the telephone notification procedures contained in attachment 3 of the subject regulation and assures that all USAF and AFMC senior leaders are made aware of pending ITCTOs.
2. Request the web-based procedure be implemented immediately by all SMs for advance notification of an Immediate/Urgent ITCTO release. Please do not wait until the revised AFMCI reaches the field. Senior leadership relies on this message notification process to stay abreast of actions that influence our fleet capabilities.
3. The ITCTO Advance Notification Release page can be reached at the following web site (https://afkm.wpafb.af.mil/ASPs/Warfighter/TCTO/TCTO_Submit.asp?Filter=W). An ITCTO Update briefing is accessible at <https://afkm.wpafb.af.mil/ASPs/Warfighter/TCTO/ITCTO.ppt> which will walk you through the use of the web-based notification process.
4. This is an MSG/MM – HQ AFMC/DR coordinated memo. MSG/MMF point of contact is Ms. Pam J. Sutton, DSN 787-3085, commercial (937) 257-3085, e-mail: Pam.Sutton@wpafb.af.mil. HQ AFMC/DRRA point of contact is Mr. Ed Rice, DSN 986-3686, commercial (937) 656-3686, e-mail: Edward.Rice@wpafb.af.mil.


MICHAEL P. WIEDEMER
Major General, USAF
Director of Requirements

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